

**EFFECTIVE**

April 1, 2021.

**Subject(s)****APO-217, Ergonomic Workstation Requests**

An employee must complete a CS-1668, Reasonable Accommodation Request, form per the instructions on the form and policy.

To have a workstation height adjusted submit a DHS-2113, Work Request, form to the [MDHHS-Occupancy-Services-RAOrders@michigan.gov](mailto:MDHHS-Occupancy-Services-RAOrders@michigan.gov) mailbox.

Upon receipt of the email copy from RAC, BOS will obtain quotes and request completion of a MDHHS 5718 and MDHHS 2113 from the employees work location. The work location will send the completed MDHHS 5718 form to [DeRoseM@michigan.gov](mailto:DeRoseM@michigan.gov) for the MDHHS business approval (18 level administrator).

*Reason:* Change in form number and remail addressess.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items ...**

[APO 217](#)